

## Commercial building permit checklist for new construction

To be completed by the architect of record (please print).

Project name: \_\_\_\_\_

Project address: \_\_\_\_\_

Project contact: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### Developer

Project developer: \_\_\_\_\_ Phone number: \_\_\_\_\_

Developer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Architect

Architectural design firm: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Architect of record: \_\_\_\_\_ Registration number: \_\_\_\_\_ Email: \_\_\_\_\_

### Engineering firm

Engineering firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Project engineer: \_\_\_\_\_ Email: \_\_\_\_\_

### Building code design criteria

Type of construction: \_\_\_\_\_ Occupancy group(s): \_\_\_\_\_ Building height: \_\_\_\_\_

Number of stories: \_\_\_\_\_ Flood area (total and each floor): \_\_\_\_\_

### Submission checklist

NEW — All building permits and plans will be accepted in digital format and uploaded at ePermits webpage <https://www.stlouispark.org/services/permits>.

NEW — At the time of submission, 50 percent of the estimated plan review fee will be collected. The fee is nonrefundable, but it will be put towards the plan review fee once the permit is issued.

- ☐ Completed building permit application and checklist (application not needed for electronic submittals)
- ☐ Upload full set of construction plans (as separate sheets) signed by a Minnesota state licensed architect and/or engineer, including architectural, structural, civil, site, grading, utility, landscaping and lighting plans
- ☐ One digital spec book, uploaded into the documents folder
- ☐ [Energy code calculation worksheet](#)
- ☐ St. Louis Park [public right of way permit application](#)
- ☐ St. Louis Park [erosion control permit application](#)
- ☐ [Special inspection and testing agreement form](#)
- ☐ Soil testing report
- ☐ SAC determination letter from the [Metropolitan Council](#) is required prior to permit issuance

**\*\*Please allow a minimum of 15 business days for plan reviews\*\***

**\*\*Additional documentation may be required due to variations and/or revisions of projects\*\***

All plans and specifications must be signed by the Minnesota registered architect, engineer or surveyor who prepared them as required by the Minnesota Board of Architecture, Engineering, Land Surveying and Landscape Architecture rules.

Preconstruction meetings can be arranged by calling the St. Louis Park Building and Energy Dept. at 952.924.2588

### **Helpful phone numbers**

- St. Louis Park City Hall — 952.924.2500
- St. Louis Park Building and Energy Department — 952.924.2588
- St. Louis Park Community Development Department/Zoning Division — 952.924.2575
- St. Louis Park Engineering Department — 952.924.2656
- St. Louis Park Fire Department — 952.924.2595
- St. Louis Park City Clerk — 952.924.2840
- Metropolitan Council — 651.602.1000
- Gopher State One Call — 800.252.1166 or 651.454.0002
- Hennepin County Environmental Health — 612.543.5200
- Minnesota Department of Agriculture — 651.231.0958

### **Helpful websites**

- [City of St. Louis Park](#)
- [Metropolitan Council](#)
- [Bassett Creek Watershed Management Commission](#)
- [Minnehaha Creek Watershed District](#)
- [Gopher State One Call](#)
- [Minnesota Department of Labor and Industry](#)
- [Hennepin County Environmental Health](#)

### **The City of St. Louis Park has adopted the following codes:**

- 2020 Minnesota State Commercial Building Code
- 2020 Minnesota State Residential Building Code
- 2015 Minnesota State Accessibility Code
- 2020 Minnesota State Mechanical and Fuel Gas Codes
- 2015 Minnesota State Plumbing Code
- 2020 Minnesota State Radon and Energy Code
- 2017 National Electrical Code
- Minnesota State Building Code Chapter 1306 Sprinklers for new and existing buildings